

SANDY CITY
APPROVED POSITION SPECIFICATIONS

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|----|------------------------|----------------|-----------------------|--------------------|
| I. | <u>Position Title:</u> | Police Officer | <u>Revision Date:</u> | 02/06 |
| | | | <u>EEO Function:</u> | Police Protection |
| | | | <u>EEO Category:</u> | Protective Service |
| | | | <u>Status:</u> | Non-exempt |
| | | | <u>Control No:</u> | 36407 |

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of a Police Sergeant, provides a range of routine and emergency police services. Enforces criminal laws and county and city ordinances.

III. Essential Duties

- Communicate effectively with merchants, businesses, and citizens identifying problem areas or concerns.
- Work closely with merchants, businesses, and citizens in solving problems within the community.
- Gather information through observation and public interaction. Articulate the information through written reports.
- Provide a sense of security for businesses and citizens within the community.
- Enforce local and state laws, including traffic codes.
- Safely and effectively operate a police vehicle according to Departmental and EVO policy (skills and pursuit courses)
- Communicate effectively, in the English language, both verbally and in writing.
- Provide for protection and security of citizens through the application of appropriate arrest control techniques.
- Respond to, and investigate reports of criminal offenses.
- Effectively utilize lethal and non-lethal weapons within departmental guidelines.
- Successfully interact with, and when necessary, control persons experiencing emotional, psychological, or other disorders in a manner prescribed by Departmental Policy.
- Routinely patrols city neighborhoods
- Responds to calls for service in the community.
- Meet all yearly certification qualifications.

Specialty Assignments:

- Specialty assignments include, but are not limited to: Police Service Dog (PSD), Traffic, Detective, Special Weapons and Tactics (SWAT), DARE and School Resource.

IV. Marginal Duties

- Make court appearances when necessary.
- Perform other duties as assigned.

V. Qualifications:

Must possess a valid Utah Driver Licence. Must pass P.O.S.T. exam with a score of 80% or better overall. Utah State Statute requires that a peace officer:

- Must be a United States citizen.
- Must be at least 21 years of age.
- May not have been convicted of an offense involving dishonesty, unlawful sexual conduct, physical violence and/or domestic violence.
- May not have been convicted of the unlawful use, sale, or possession of a controlled substance prior to five years from the date of conviction or last usage.
- May not have been convicted of a crime for which the applicant could have been punished by

imprisonment in a federal penitentiary of this or another state.

- Must be a High School graduate.
- Must demonstrate good moral character as determined by a background investigation.
- Must be free of any physical, emotional, or mental conditions that might affect adversely the performance of duty as a peace officer.
- Must be able to type at least 30 words per minute (typing test results required)

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Criminal and traffic laws; rules of proper verbal and written communication; ethical principles; principles of self-defense.

Responsibility for: Great responsibility for the care, condition, and use of materials, equipment, money, and tools; great responsibility for decisions that affect the lives and well-being of others; use of sound judgement when deciding when to take police action and what situations warrant an arrest.

Communication Skills: Ability to effectively counsel, persuade and inform others regarding city operations, policies and needs, under close scrutiny of the public, press, political interests, courts and other agencies of government; respond impromptu, examine witnesses effectively, and argue persuasively, often under hostile and stressful circumstances; relate positively and professionally with legal counsel, judicial, administrative and legislative officials, press representatives, co-workers, and members of the general public; exhibit patience and empathy with persons holding hostile or opposing views; maintain professional confidences; constructively and creatively solve problems and resolve disputes; represent the City with decorum in a manner which promotes public confidence in the City, its officials and employees.

Tool, Machine, Equipment Operation: Regular use of a hand-held walkie talkie, a police passenger vehicle, two-way radio, and typewriter and calculator; occasional use of computer, copy machine, and firearms.

Analytical Ability: Great initiative and ingenuity is necessary; constant alertness to react to unexpected situations; collect and rapidly assimilate facts; organize, analyze, and retain familiarity with large numbers of complex court cases; research effectively and require and retain familiarity with sophisticated and rapidly changing principles of law and apply principles to complex factual situations; concentrate and function effectively and independently under heavy workload demands in matters of serious financial or practical consequence or involving the welfare of lives and property.

VI. Working Conditions

Great pressure and fatigue are present in this position due to moderate exposure to stressful situations, overtime, and deadlines; constant attendance is required; work assignments are broad and performed with little or no supervision or checking; work procedures are established, refer only unusual cases to supervisor; moderate physical exertion including running, climbing, kneeling, stooping, and balancing; must work in all weather conditions as well as all types of environmental and physical hazards.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL APPROVED BY: _____ DATE: _____